

Recorder, Efficiency Awards Committee

Comptroller

Suggestion Initiated by

PD6 MANAC

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1. Reference is made to your memorandum of 21 July 1952, attached under the above subject.

2. Pursuant to your request, information is furnished under sub-items as follows:

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a. Extent to which  suggestion has been put into operation:

All of the suggestions by  in his memorandum of 21 May 1952, including those for application with IBM equipment, have been adopted. With the adoption of this basic form, and the pre-printing of it by machine methods, to include all the pertinent data applicable to each employee, it has become a labor and money saving device of tremendous value not only in the Fiscal Division but throughout the Agency, and the basic vehicle by which the excellent progress to date in the mechanization of the payroll procedure has been accomplished. ✓

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b. Amount of annual savings which may reasonably be expected to result from use of the suggestion:

(1) There has been an increase of approximately  employees paid on the overt payroll during the last year, and they now total nearly . It is believed, therefore, that the saving estimated a year ago to be realized, in the Payroll Branch of the Fiscal Division and in other segments of the Agency, through the adoption of  suggestion and the discontinuance of the use of separate Standard Forms No. 1130, Time and Attendance Report, and No. 1126, Payroll Change Slip, should now be revised upward.

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(2) Under the old procedure it would now be necessary to prepare, upon receipt of all Standard Forms No. 1130, a Standard Form No. 1126 in duplicate, by using a carbon insert, for each of 81.8% (the percentage of 1126's prepared a year ago) of the present number of employees to be paid. To prepare a Standard Form 1126 for each employee it was necessary to transcribe thereon information sought from the Standard Form 1130 and the employee's Individual Earnings Record. It is estimated that in this

operation a payroll clerk could transcribe to, and compute, no more than 20 1126's per hour; all clerks consuming 1170 man days per year, at an average salary of \$14.08 per day, which would amount to \$16,500 per year, and which would not include the cost of the time spent by auditors performing a repetitive operation. In contrast thereto, with the combination new form and its adaptability to machine methods, it is estimated that a payroll clerk can process 60 forms per hour at a cost of 1/3 of the above \$16,500, or \$5,500. There is a net saving, therefore, of \$11,000 per year in the Fiscal Division in this operation.

(3) In addition to the foregoing there has been a further saving in all the segments of the Agency as a result of pre-printing the Time and Attendance Report section of the new form. With the use of the old Standard Form No. 1130, Time and Attendance Report, it would be necessary for Time and Attendance Clerks throughout the Agency to prepare with typewriter, or otherwise, [ ] such forms each pay period to show the employee's name, reporting unit, payroll period and the hours worked each day and the total for the pay period. It is estimated that a Time and Attendance Clerk could prepare no more than 30 1130's per hour; all clerks consuming 1040 man days per year, at an average salary of at least \$13.44 per day, which would amount to \$14,000 per year. In contrast thereto, these forms can now be pre-printed by machine methods with one operator at the rate of 7,000 per day or 26 man days per year which at the same rate of \$13.44 per day costs \$350 per year; and, even to add machine rental, it does not cost more than \$1000 per year. There is, therefore, a saving of \$13,000 per year in other segments of the Agency in this improved operation

(4) It is accordingly estimated, in summarizing, that the overall savings resulting from [ ] suggestion might be conservatively valued at \$24,000 per year.

E. R. SAUNDERS

Enclosure:

Memo 7/21/52

c.c. Signer's Copy  
Fiscal Division  
FPB

CENTRAL INTELLIGENCE AGENCY

September 1953

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REGULATION NO. [REDACTED]

MAIL SERVICE

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References: Regulation [REDACTED]  
Regulation [REDACTED]  
Regulation [REDACTED]

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Rescissions: Regulation [REDACTED]  
Notices [REDACTED]  
Notice [REDACTED]

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1. GENERAL

The Mail Control Section has been established for the purpose of coordinating:

a. The receipt, dispatch, collection, and distribution of all official CIA mail.

b. The courier and messenger service of the Agency.

2. AUTHORITY

a. The Chief, General Services, is responsible for the maintenance of the headquarters mail and courier service in accordance with paragraph [REDACTED]

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b. The Chief, Records Management and Distribution Branch, is

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authorized to act for the Chief, General Services, in the administration of the Mail Control Section.

### 3. POLICY

This regulation is directed towards the establishment of an efficient Agency mail service involving the following policy factors:

- a. All mail, courier and messenger operations to be centrally supervised except for special requirements subject to the approval of the Deputy Director (Administration).
- b. Maintain scheduled courier and messenger pick-up and delivery service to meet regular needs.
- c. Provide special service as required.

### 4. FUNCTIONS

#### a. Mail Room

- (1) Receives and controls, when necessary, all official incoming mail.
- (2) Processes and dispatches all outgoing mail.

#### b. Courier Service

Collects, transports and delivers to any required destination, all types of security classified material including top secret.

#### c. Messenger Service

Pick-up and delivery within any CIA building of mail classified up through secret.

### 5. RESPONSIBILITIES

- a. The Mail Control Section has the following responsibilities in the administration of the Agency mail service:

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- (1) Provide regular scheduled and "special" courier or messenger service for the entire Agency, except for those offices providing their own courier and messenger service as approved by the Deputy Director (Administration).
- (2) Processes all official incoming and outgoing mail.
- (3) Maintain Registry Logs for all incoming and outgoing registered mail.
- (4) Provide armed courier(s) on specific assignments involving the risk of theft or compromise.
- (5) Provide, upon specific request, courier service to destinations away from the Washington area.
- (6) Receive, sort and distribute daily and Sunday newspapers purchased for use in the Agency.
- (7) Maintain an up-to-date locator file of personnel in the Agency to facilitate the distribution and delivery of mail.
- (8) Comply with all security measures regarding mail, courier and messenger operations.
- (9) Provide technical assistance to CIA offices and officials with respect to mail, courier and messenger operations.
- (10) Maintain liaison with other Government agencies regarding mail and courier operations.
- (11) Compile statistical data as required by the Comptroller, Budget, Logistics, General Services, etc.
- (12) Compile data regarding the number of pieces of penalty mail dispatched quarterly.
- (13) Prepare certification for Records Management and Distribu-

tion Branch as required in Regulation ☐ that no misuse of the penalty mail privilege was made during the quarter.

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b. The Office Registries are responsible for:

- (1) Having the mail ready for the courier(s) or messenger(s) at the scheduled time of pick-up.
- (2) Processing incoming mail as soon as possible (so as not to) delay the delivery of this mail to the action desk.
- (3) Utilizing the mail, courier and messenger service available from the Mail Control Section whenever possible.
- (4) Maintaining control of registered material after delivery.

6. PROCEDURES

a. MAIL CONTROL SECTION

Operating procedures for the Mail Control Section will be issued in the form of a handbook.

b. SCHEDULES

Schedules of courier trips will be issued periodically in the form of Notices, subject to revision in accordance with changes in the organization, location, volume, etc.

c. RECEIPTS

- (1) Courier's Classified Mail Receipt, CIA Form 35-16 will be used for the control of all material transmitted via the courier or messenger service, which is classified CONFIDENTIAL and SECRET.
- (2) Courier's Classified Mail Receipt, CIA Form 35-16 A (pink) will be used for the control of all material transmitted

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via the courier service, which is classified TOP SECRET.

d. **PENALTY MAIL**

- (1) Penalty indicia envelopes, labels, wrappers, cards, and tags will be obtained by the operating offices direct from the Logistics Office.
- (2) Mail being dispatched under the penalty indicia should be enclosed in the envelope or securely wrapped, sealed and forwarded to the Mail Control Section for dispatch.
- (3) The Mail Control Section will maintain a daily record of matter dispatched under the penalty privilege. This record will show the number of pieces of mail dispatched under each of the penalty indicia used by the Agency.
- (4) At the end of each quarter the Chief, General Services, will submit a report to the Comptroller indicating:
  - (a) the total number of pieces of mail bearing the penalty indicia processed through the official channels of the Agency.
  - (b) the number of pieces bearing the CIA penalty indicia.
  - (c) the number of pieces bearing the FBIS penalty indicia.
  - (d) the number of pieces bearing the SSU penalty indicia.

e. **IMPREST STAMP ACCOUNTS**

- (1) An Imprest Stamp Account is a point in an office authorized to maintain a specified number of stamps for use in those cases where it is not considered desirable, for operational or security purposes, to have the postage (i.e. postage

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stamps or meter stamps) affixed in the Mail Control Section.

- (2) Paragraph 4 b (1), Regulation  authorizes the Comptroller to establish Imprest Stamp Accounts within CIA headquarters when necessary for operational or security purposes.
- (3) Requests for authorization of an Imprest Stamp Account will be prepared in memorandum form and submitted by the office head concerned to the Comptroller. Requests should contain:
- (a) A brief statement of justification, including reasons why mail requiring postage stamps or meter stamps cannot be processed through the Mail Control Section.
  - (b) Estimated value of stamps required for no less than 30 and no more than 60 days.
  - (c) Name of employee to be designated Custodian of the Imprest Stamp Account.
- (4) If the Comptroller authorizes the Imprest Stamp Account, the requesting office will be notified by memorandum of the amount authorized. A copy of this memorandum will also be forwarded to the Chief, Mail Control Section.
- (5) Postage stamps will be procured from the Chief, Mail Control Section by means of a memorandum specifying the number and denominations of the stamps required. The Chief, Mail Control Section will supply the stamps requested and will obtain the signature of the Custodian of the Imprest Stamp Account on the memorandum indicating receipt of the stamps by the Custodian.

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(6) Maintenance

- (a) Appropriate personnel in each office will prepare a Postage Slip, Form 35-11 for all outgoing mail which requires postage.
  - (b) If the nature of the mail is such that postage or meter-stamps may not be affixed in the Mail Control Section, the Custodian of the Imprest Stamp Account for that office will:
    - (1) Remove the Forms No. 35-11 from the mail, affix postage stamps as required, and enter the total value of postage stamps used on the Form 35-11.
    - (2) File the Forms 35-11 with the stamps on hand. The total of amounts shown on the Forms 35-11 plus the value of the stamps on hand should, at all times, equal the amount of the Imprest Stamp Account as authorized by the Comptroller.
  - (c) If the nature of the mail is such that postage may be affixed in the Mail Control Section, the procedure prescribed in subparagraph f below should be followed.
  - (d) Additional stamps will be procured by submitting processed Forms No. 35-11 to the Mail Control Section in exchange for stamps.
- (7) Imprest Stamp Accounts will not be used for conducting the day to day business of the Agency. They will only be used for the specific purpose authorized. The Mail Control Sec-

tion has postage stamps on hand and also has a postage meter machine available for the rapid stamping of large quantities of mail.

- (8) An office desiring to close an Imprest Stamp Account should submit a memorandum to this effect to the Comptroller. The Comptroller will then arrange for an audit of the account. After the audit has been completed, the remaining stamps and Postage Slips will be forwarded to the Chief, Mail Control Section by means of a memorandum informing him of the closing of the account.

f. POSTAGE

Mail requiring postage which may be affixed in the Mail Control Section, must have a Postage Slip, Form 35-11, attached. Upon receipt in the Mail Control Section, postage stamps or meter stamps will be affixed to the outgoing mail depending upon the nature of such mail.

- (1) Postage stamps will be affixed to the following types of "Cover" mail. (That mail which should not be connected to the Agency.)
  - (a) Mail bearing certain "Cover" post office box numbers as the return address.
  - (b) Mail using certain business addresses as the return address.
  - (c) Mail addressed to certain addresses. It is the responsibility of the offices in the agency to advise the Mail Control Section of these addresses.
  - (d) Mail bearing official's or individual's home addresses

as the return address.

- (e) Mail having a CIA, WTS or SSU return address. Normally this mail is dispatched under the penalty privilege and is not considered to be "Cover" mail. However postage stamps will be used when it goes out of the ordinary class, as would be the case for airmail, parcels over 4 pounds, etc. This is done in order not to connect the return address (Agency) with the postage meter machine.

NOTE: Office personnel should state "DO NOT METER" on Postage Slip, Form 35-11 for that mail which they feel should not be connected to the Agency.

- (2) Meter stamps will be affixed to the following types of "Open" mail.

- (a) Mail bearing a 2430 E. St., W. . . return address.
- (b) Mail bearing certain "Open" post office box numbers as the return address.
- (c) Mail bearing no return address. (Unless otherwise indicated on the Postage Slip, Form 35-11.)
- (d) Mail bearing certain known offices return addresses, such as the Rosslyn and Franconia warehouses.

**g. MAINTENANCE OF POSTAGE STAMP DAILY SUMMARY SHEET, FORM NO. 34-13.**

- (1) The Chief, Mail Control Section and Postage Stamp Custodians in field stations will record postage stamp acquisition and disposition on CIA Form 34-13, Postage Stamp Daily Summary Sheet, as follows:

- (a) Enter balance of stamps on hand in the "Balance" column on the first line of each page.
- (b) Record value of stamp acquisitions in the "In" column. On the same line, in the "Explanation" column, Stamp Custodians in field stations will enter the petty cash voucher number and the Chief, Mail Control Section will enter the requisition number.
- (c) Record value of stamps used during the day for official business in the "Out" column as a single line entry.
- (d) Reconcile, at least once a week, balance indicated on the Daily Summary Sheet with the physical inventory of stamps on hand.
- (e) Form No. 34-13, Postage Stamp Daily Summary Sheet, is subject to audit by the Auditor-in-Chief or his duly appointed representative at his discretion.

h. UNDELIVERABLE MAIL

- (1) The problem of Undeliverable Mail is always present in the Mail Control Section. This is mail addressed to individuals for which the Mail Control Section is unable to locate any record and therefore cannot effect delivery.
- (2) Mail addressed to individuals will not be opened in the Mail Control Section. Such mail will be processed over the Locator File to determine the office designation, building, and room number of the individuals.

- (3) If there is no record of the individuals in the Locator File, appropriate offices in the Agency will be contacted to ascertain if the individuals are of record in those offices. When such contact fails to disclose any record of the individuals, the mail is considered to be "Undeliverable Mail" and will be returned to the Post Office.

i. ADDRESSING OF INTER-OFFICE MAIL

- (1) The following information should be provided on all inter-office mail:
  - (a) Office of origin.
  - (b) Office Designation of Addressee  
(Position title or name may be added if desired).
  - (c) Building Designation (name or number).
  - (d) Room number.

NOTE: Mail or package material received in the Mail Control Section which is not addressed in accordance with these instructions will be returned to the office of origin for completion or correction.

j. OUT OF TOWN COURIER SERVICE

- (1) The Mail Control Section, upon specific request, will provide special courier service to out of town destinations.
- (2) In order to document the use of such service and to insure that it is required by a responsible level of authority, requests for this service will be prepared in memorandum form and signed

at the Division level. These requests will be submitted to the Chief, Records Services Division in advance, when possible of the requested service. The following information should be contained therein:

- (a) The destination.
- (b) The approximate size of the material
- (c) when it must leave
- (d) when it must be delivered.

NOTE: In emergent cases arrangements may be made direct with the Chief, Mail Control Section. However, this will not eliminate the need for submitting the memorandum documenting the use for this service as indicated above.

- (4) The Chief, Mail Control Section will make all further arrangements, including:
  - (a) the selection of the courier,
  - (b) the preparation of Form 33-27 Travel Order,
  - (c) the preparation of Form 33-15,  
Request for Advance, when necessary,
  - (d) contacting the Transportation Division for information regarding departure and arrival times, and for reservations.
- (5) The Travel Orders of the courier will be signed by the Chief, General Services or his designate.

CENTRAL INTELLIGENCE AGENCY  
REGULATION NO. [REDACTED]

September 1953

MAIL SERVICE

References: Regulation [REDACTED]  
Regulation [REDACTED]  
Regulation [REDACTED]

Rescissions: Regulation [REDACTED]  
Notices [REDACTED]  
Notice [REDACTED]

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- (8) Comply with all security measures regarding mail, courier and messenger operations.
- (9) Provide technical assistance to CIA offices and officials with respect to mail, courier and messenger operations.
- (10) Maintain liaison with other Government agencies regarding mail and courier operations.
- (11) Compile statistical data as required by the Comptroller, Budget, Logistics, General Services, etc.
- (12) Compile data regarding the number of pieces of penalty mail dispatched quarterly.
- (13) Prepare certification for Records Management and Distribu-

tion Branch as required in Regulation 80-7, that no misuse of the penalty mail privilege was made during the quarter.

b. The Office Registries are responsible for:

- (1) Having the mail ready for the courier(s) or messenger(s) at the scheduled time of pick-up.
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- (2) Courier's Classified Mail Receipt, CIA Form 35-16 (pink) will be used for the control of all material transmitted

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**C. PENALTY MAIL**

- (1) Penalty indicia envelopes, labels, wrappers, cards, and tags will be obtained by the operating offices direct from the Logistics Office.
- (2) Mail being dispatched under the penalty indicia should be enclosed in the envelope or securely wrapped, sealed and forwarded to the Mail Control Section for dispatch.
- (3) The Mail Control Section will maintain a daily record of matter dispatched under the penalty privilege. This record will show the number of pieces of mail dispatched under each of the penalty indicia used by the Agency.
- (4) At the end of each quarter the Chief, General Services, will submit a report to the Comptroller indicating:
  - (a) the total number of pieces of mail bearing the penalty indicia processed through the official channels of the Agency.
  - (b) the number of pieces bearing the CIA penalty indicia.
  - (c) the number of pieces bearing the SSIS penalty indicia.
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**e. IMPREST STAMP ACCOUNTS**

- (1) An Imprest Stamp Account is a point in an office authorized to maintain a specified number of stamps for use in those cases where it is not considered desirable, for operational or security purposes, to have the postage (i.e. postage

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stamps or meter stamps) affixed in the Mail Control Section.

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- (4) If the Comptroller authorizes the Imprest Stamp Account, the requesting office will be notified by memorandum of the amount authorized. A copy of this memorandum will also be forwarded to the Chief, Mail Control Section.
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  - (c) If the nature of the mail is such that postage may be affixed in the Mail Control Section, the procedure prescribed in subparagraph f below should be followed.
  - (d) Additional stamps will be procured by submitting processed Forms No. 35-11 to the Mail Control Section in exchange for stamps.
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g. MAINTENANCE OF POSTAGE STAMP DAILY SUMMARY SHEET, FORM NO. 34-13.

- (1) The Chief, Mail Control Section and Postage Stamp Custodians in field stations will record postage stamp acquisition and disposition on CIA Form 34-13, Postage Stamp Daily Summary

Sheet, as follows:

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- (a) Enter balance of stamps on hand in the "Balance" column on the first line of each page.
- (b) Record value of stamp acquisitions in the "In" column. On the same line, in the "Explanation" column, Stamp Custodians in field stations will enter the petty cash voucher number and the Chief, Mail Control Section will enter the requisition number.
- (c) Record value of stamps used during the day for official business in the "Out" column as a single line entry.
- (d) Reconcile, at least once a week, balance indicated on the Daily Summary Sheet with the physical inventory of stamps on hand.
- (e) Form No. 34-13, Postage Stamp Daily Summary Sheet, is subject to audit by the Auditor-in-Chief or his duly appointed representative at his discretion.

**h. UNDELIVERABLE MAIL**

- (1) The problem of Undeliverable Mail is always present in the Mail Control Section. This is mail addressed to individuals for which the Mail Control Section is unable to locate any record and therefore cannot effect delivery.
- (2) Mail addressed to individuals will not be opened in the Mail Control Section. Such mail will be processed over the Locator File to determine the office designation, building, and room number of the individuals.

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- (3) If there is no record of the individuals in the Locator File, appropriate offices in the Agency will be contacted to ascertain if the individuals are of record in those offices. When such contact fails to disclose any record of the individuals, the mail is considered to be "Undeliverable Mail" and will be returned to the Post Office.

**i. ADDRESSING OF INTER-OFFICE MAIL**

- (1) The following information should be provided on all inter-office mail:
  - (a) Office of origin.
  - (b) Office Designation of Addressee  
(Position title or name may be added if desired).
  - (c) Building Designation (name or number).
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NOTE: Mail or package material received in the Mail Control Section which is not addressed in accordance with these instructions will be returned to the office of origin for completion or correction.

**j. OUT OF TOWN COURIER SERVICE**

- (1) The Mail Control Section, upon specific request, will provide special courier service to out of town destinations.
- (2) In order to document the use of such service and to insure that it is required by a responsible level of authority, requests for this service will be prepared in memorandum form and signed

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at the Division level. These requests will be submitted to the Chief, Records Services Division in advance, when possible of the requested service. The following information should be contained therein:

- (a) The destination.
- (b) The approximate size of the material
- (c) when it must leave
- (d) when it must be delivered.

NOTE: In emergent cases arrangements may be made direct with the Chief, Mail Control Section. However, this will not eliminate the need for submitting the memorandum documenting the use for this service as indicated above.

- (4) The Chief, Mail Control Section will make all further arrangements, including:
  - (a) the selection of the courier,
  - (b) the preparation of Form 33-27 Travel Order,
  - (c) the preparation of Form 33-15, request for Advance, when necessary,
  - (d) contacting the Transportation Division for information regarding departure and arrival times, and for reservations.
- (5) The Travel Orders of the courier will be signed by the Chief, General Services or his designate.

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